

Site Security Administration

1. General

The Laboratory site is the property of the United States Government and is under Federal jurisdiction. ([Fraud, Waste, Abuse, Corruption, and Other Criminal Offenses Program Description](#)). The Laboratory Director has promulgated certain regulations pertaining to the administration of the Laboratory site and has delegated authority and set forth responsibilities as stated below.

2. Responsibility After Hours

The Police Watch Commander is responsible for the site after working hours and has authority commensurate with that responsibility. In addition to taking whatever immediate action is necessary, it is the responsibility of the Police Watch Commander to notify one of the following, who will be called in the order shown, of any significant unusual occurrence on site or off site:

- Staff Duty Officer, Safeguards and Security Division (SSD)
- Laboratory Emergency Supervisor
- Manager, SSD
- Assistant Laboratory Director for Facilities and Operations
- Deputy Director for Operations
- Director/Acting Director

Employees on site after working hours should promptly inform the Police of any unusual occurrences.

3. Admission to and Exit From the Site

The Laboratory is Federal property and is not open to the public. Access is granted to employees, guests, contractors, and visitors who have a legitimate need to conduct business with the Laboratory, Brookhaven Science Associates, the Department of Energy, or the National Weather Service. For more information, see [Guests and Visitors](#) subject Area.

4. Debarment

Certain individuals or groups may have interests that are antithetical to those of the Laboratory; for example: employees terminated for cause, individuals violating laws or Laboratory policies, people involved in harassment, making threats, disorderly conduct, unethical business practices, etc.

When it is deemed to be in the best interest of the Laboratory to debar these individuals or groups ([Debarment Process Flow Chart](#)), the following procedures apply:

- Request for debarment may be initiated by any Federal, Laboratory, or subcontractor employee. The request must be in writing (the attached [Request for Debarment](#) form may be

used), state the specific reason(s) for the request, and be submitted to the appropriate Department Chair or Division Manager.

- The Chair or Manager must approve the request and recommend a permanent or time limited debarment to the Assistant Laboratory Director for Facilities and Operations who may approve the debarment order and notify Safeguards and Security.
- An [Escort Procedure](#) form should be initiated to ensure employee safety as well as the protection of the Laboratory's intellectual and physical property.

Individuals or groups that are debarred will be given written notification in person or by certified mail ([Debarment Notification](#) form). This notification will explain that appeals to the debarment may be made within 30 days, in writing to the Laboratory Director. The Laboratory Director will notify the appellant and the Assistant Laboratory Director for Facilities and Operations of his decision. The debarment will remain in effect during the appeals process.

Under certain circumstances, debarred individuals may have their site access privilege restored. The affected individual, or cognizant Department Chair/Division Manager, may request cancellation of a debarment. The request will be made in writing to the Assistant Laboratory Director for Facilities and Operations. If granted, reinstatement of site privileges shall be in writing ([Reinstatement of Site Privileges](#) form) and may be conditional or unconditional. Providing there is cause for such action, reinstatement of site access privileges does not preclude the Laboratory from initiating future debarment proceedings against the effected individual.

The Safeguards and Security Division will maintain a current list of individuals, groups, and companies barred from the site and will enforce the order at the Laboratory entrances.

5. Laboratory Identification Badges/Cards - See the [Badges, Passes, and Vehicle Identification](#) Subject Area

6. Required Notification

The Laboratory Police Group must be notified prior to simulated emergencies for training purposes, or any scheduled extraordinary event that would attract the attention of employees or non-Laboratory personnel.

7. Abandoned Vehicles

There are occasions when employees are officially absent from the Laboratory for extended periods and wish to leave their vehicles on site. To accommodate those persons, the Laboratory has designated an on-site, fenced area where vehicles may be stored. An employee may arrange for the use of the area by sending a memo to W. Hempfling, Manager, Human Resources Division with an information copy to D. Dale, Deputy Manager, Site Support Operations. If an individual elects not to use the area and the anticipated absence is more than 90 days, the vehicle shall be removed from the site.

Indications that a vehicle may be abandoned include expired/missing inspection, registration, or license plates; flat tires; partial disassembly; or other conditions rendering the vehicle unsafe to operate. Citations may be issued for violations of BNL regulations or the adopted New York State vehicle and traffic laws.

When the owner of an apparently abandoned vehicle is identified, he/she shall be given 48 hours to either move the vehicle to the long-term storage lot or remove it from the site. If the owner fails to do so, the vehicle shall be towed to the impoundment lot.

When the owner of an apparently abandoned vehicle cannot be identified within seven days, the vehicle shall be towed to the impoundment lot.

When the owner of an apparently abandoned vehicle cannot be identified within 90 days, or the owner fails to dispose of the vehicle within 90 days, the vehicle shall then be considered abandoned and may be disposed of by the Laboratory.

Unattended/disabled vehicles that obstruct the flow of traffic or create a safety hazard shall be immediately towed clear of the area or to the impoundment lot.

The Laboratory assumes no responsibility whatsoever for private vehicles left on site, with or without permission.

8. Traffic Rules and Regulations

The Laboratory has established a Formal Traffic Safety program to ensure vehicles are operated safely on site. This program is intended to enhance the safety of all personnel on site.

The general traffic rules and regulations of the State of New York have been adopted for private and Government vehicles operated on the Laboratory site and are enforced through a citation program. When a citation is issued, a copy is sent to the offender's department or division head and the BNL Traffic Safety Committee. The Police Group holds the remaining copies for 30 days to allow an appropriate period for an appeal. The Traffic Safety Committee handles the appeal process. If you want to appeal the ticket call Extension 2239 to make an appointment. The following traffic rules for the promotion of safety apply to the Laboratory site:

- The speed limit is 30 miles per hour, except where otherwise posted. Speed limits are enforced using radar. Citations will be issued for excessive speed, failure to stop at control devices, failure to obey a traffic officer, failure to yield to pedestrians in a crosswalk, following too close, failure to wear seat belts, operating a government vehicle with the doors open, failure to signal, and other NY State vehicle and traffic law violations.
- Parking is permitted on site only in paved areas and only where it does not interfere with the flow of traffic or with the movement of fire or other emergency vehicles. Parking is prohibited in designated no parking zones, which are identified by signs, yellow markings, or hatched pavement areas, and in handicapped spaces, unless the appropriate permit is displayed. Since the principal goal of the parking enforcement program is increased safety, offenders may also be ticketed for such violations as parking on the wrong side of the street, double parking, exceeding limited time zones, and blocking crosswalks, fire lanes, or hydrants.

- Fire apparatus, police vehicles, ambulances, and utility emergency vehicles displaying flashing lights and/or sirens have the right-of-way on the Laboratory site. Other vehicles shall promptly move to the side of the road whenever such emergency vehicles approach.

9. Firearms

Only members of law enforcement agencies may bring or carry firearms on the site without specific authorization from the Police Group.

- On-site residents shall store firearms with the Police Group during their stay on site.
- Members of the BERA Gun Club shall store their firearms in the designated storage facilities at Police Headquarters, except when transporting the firearms to and from the range.

No firearm of any type may be fired on the Laboratory site without authority granted by the Police Group.

No hunting of any kind is permitted on the Laboratory site.

10. Protection of Government Property

With few exceptions, property on the Laboratory site belongs to the United States Government.

Only personal property, i.e., briefcases, books, notebooks, and personal clothing, may be removed from the Laboratory site without a Property Pass or Property Loan Agreement. (See [SPI 3-03, Materials and Property Management, Section IV.D.](#), for Laboratory policy concerning Loan of Property).

The Laboratory reserves the right to inspect and search vehicles entering or leaving the site. Refusal to comply with an inspection could result in loss of on-site driving privileges and /or disciplinary action.

11. Building/Facility Security

All unoccupied buildings/facilities should be locked/secured after normal business hours and on weekends and holidays.

Certain facilities at the Laboratory have been designated as Property Protection Areas (PPA). A PPA is a facility or part thereof that requires access controls to prevent the loss of valuable or sensitive property, unacceptable disruption of essential services, or unacceptable disruption of research. Facility owners are responsible for implementing procedures that control the access to these areas. Facility owners of PPAs will designate those employees, guests, and subcontractors who have a need for unescorted access to these areas. Where applicable, badges of those so designated will be encoded to enable access through a card reader. Foreign

nationals whose citizenship or employment is in a sensitive country must have an approved specific security plan on file prior to granting of access (see [Fraud, Waste, Abuse, Corruption, and Other Criminal Offenses Program Description](#)). Visitors to PPAs will be registered on a log showing name, organization, and nationality of the visitor, and the name of the escort (see [BNL Visitor Register](#)). They will be issued a visitor badge, which must be worn, and will be escorted by a person with authorized access. The following is a list of PPAs by building number (contact your facility owner if you have questions regarding access to your facility).

- Building 50 - Police Headquarters
- Building T-86 Caged Area
- Building 244 Locksmith Shop
- Building 449 and Substations
- Building 459 - Computer Area
- Building 491 - BMRR Experimental Floor
- Building 515 Central Computing Room
- Building 725 Computer Room and Telephone Equipment Rooms
- Building 750 Vault Caged Area
- Building 860 Waste Management Facility Fenced Complex
- Building 911B Equipment Room
- Building 1005A Cryogenic Control Room
- Building 937 Tunnel Area

Police Group patrol officers shall periodically check selected buildings/facilities for securement (entrance/exit doors and fence gates) and provide written reports to department chairs/division heads when buildings/facilities are found open.

12. Building/Facility Key Control

Department chairs/division heads shall designate an individual responsible for effecting key control procedures within the organization. As a minimum, these procedures should assure that key issuance is recorded [what key(s) are assigned to whom and for what room(s) or building, date issued and returned, etc.] and provide for key recovery when an individual changes jobs or organizations, no longer has a need, or terminates employment/assignment.

Department chairs/division heads shall designate in writing the individual(s) authorized to request key making and locksmith services. The number of designees should be kept to a minimum commensurate with department/division operational needs and should be reviewed annually. Letters/memos designating these persons shall be sent to the Maintenance Management Center (MMC), Building 97, Attention: Peter Eterno.

Departments/divisions desiring that the Police Group have available a key or keys to their building(s)/facilities should send a memo, outlining the reason and the key(s) to be retained, to the SSD Deputy Manager, Building 50.

13. Contractor and Subcontractor Registration – See the [Guests and Visitors](#) Subject Area.